



133 Molesworth Street  
PO Box 5013  
Wellington 6140  
New Zealand  
T+64 4 496 2000

9 April 2026

John Luke

By email: [fyi-request-34088-8563bb90@requests.fyi.org.nz](mailto:fyi-request-34088-8563bb90@requests.fyi.org.nz)  
Ref: H2026080097

Tēnā koe John

### **Response to your request for official information**

Thank you for your request under the Official Information Act 1982 (the Act) to the Ministry of Health – Manatū Hauora (the Ministry) on 14 March 2026 for information regarding nominations to the National Ethics Advisory Committee - Kāhui Matatika o Te Motu. Please find a response to each part of your request below:

*May I ask how you called for public nomination and on what platform you have call for public nominations e.g. [govt.jobs](http://govt.jobs) website.*

The roles were advertised on the Ministry of Health vacancy portal as well as the New Zealand Government Jobs website: [www.health.govt.nz/about-us/careers](http://www.health.govt.nz/about-us/careers) and [jobs.govt.nz/](http://jobs.govt.nz/) respectively.

*A copy of your ad and pay rate as well.*

A copy of the advertisement is attached as Document 1 and the National Ethics Advisory Committee's Terms of Reference is attached as Document 2; both of which are itemised in Appendix 1 and released to you in full, with an excerpt of the Fees and allowances section pasted below for your ease of reference:

#### **Fees and allowances**

52. Members of the National Ethics Advisory Committee are entitled to be paid fees for attendance at meetings. The level of attendance fees are set in accordance with Cabinet Office Circular CO (12) 6, Fees framework for members appointed to bodies in which the Crown has an interest.
53. The Chairperson will receive \$430 per day (plus half a day's preparation fee) and an allowance of two extra days per month to cover additional work undertaken by the Chairperson.
54. The attendance fee for members is set at \$320 per day (plus half a day's preparation fee).

*Also, how many applications you have received for each of the role from the public and how many you have received from other nominating agencies such as TPK or Ministry of women etc for your role.*

Applications were received for 24 lay member and eight non-lay or health practitioner applicants. The Ministry for Women – Manatū Wāhine submitted eight nominations but only one nominee submitted an application. Whaikaha – Ministry of Disabled People submitted one nomination, which resulted in an application.

*How many you have shortlisted and how many you have interviewed.*

The appointments process has not advanced enough to have shortlisted or interviewed candidates.

*Also, can I request to view the previous appointment letter if there is one sent to the previous appointee. I am happy for you to remove all the personal information.*

A copy of an appointment letter from the 2024 Appointments to the National Ethics Advisory Committee is attached as Document 3 and itemised in Appendix 1. Where information is withheld under section 9 of the Act, I have considered the countervailing public interest in release in making this decision and consider that it does not outweigh the need to withhold at this time.

*Further, How many vacancies are you looking to fill for this round.*

The Ministry can confirm that six roles have been advertised for this round of appointments, including two non-lay roles and four lay roles.

I trust this information fulfils your request.

If you wish to discuss any aspect of your request with us, including this decision, please feel free to contact the OIA Services Team on: [oiagr@health.govt.nz](mailto:oiagr@health.govt.nz).

Under section 28(3) of the Act, you have the right to ask the Ombudsman to review any decisions made under this request. The Ombudsman may be contacted by email at: [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz) or by calling 0800 802 602.

Please note that this response, with your personal details removed, may be published on the Ministry website at: [www.health.govt.nz/about-ministry/information-releases/responses-official-information-act-requests](http://www.health.govt.nz/about-ministry/information-releases/responses-official-information-act-requests).

Nāku noa, nā



Stasha Mason  
**Manager, Statutory Appointments and Integrity Services**  
**Performance and Governance | Te Pou Tokomanawa**

**Appendix 1: List of documents for release**

#	Date	Document details	Decision on release
1	February 2026	NEAC Advertisement 2026	Released in full.
2	February 2024	NEAC Terms of Reference	
3	October 2024	2024 Appointment Letter	Some information withheld under section 9(2)(a) of the Act, to protect the privacy of natural persons.

## **Vacancies on the National Ethics Advisory Committee – Kāhui Matatika o Te Motu**

The Ministry of Health - Manatū Hauora (the Ministry) is seeking candidates who wish to be considered for appointment as lay or non-lay members or the Deputy Chair to the [National Ethics Advisory Committee](#) (the Committee). The Committee is a ministerial advisory committee established under section 92 of the [Pae Ora Act 2022](#) (the Act). The purpose of Committee is to provide the Minister of Health with advice on ethical issues of national significance in respect of any health and disability matter (including research and health services), determine nationally consistent ethical standards across the health sector, and provide scrutiny for national health research and health services.

### **About the role – Kōrero mō te tūranga**

Being a member of the Committee is rewarding and challenging. An ability to work objectively across a range of relevant perspectives and not adopt a narrow advocacy position is required of all members. Members are also expected to demonstrate open and responsive communication skills, with an ability to reach consensus when different points of views are shared.

Appointments to the Committee are made by Associate Minister of Health, Hon Matt Doocoy, typically for terms of terms of three years. Members can be reappointed once for up to a total of six consecutive years.

The Ministry recognises that diversity enables our boards and councils to be high-performing and is committed to delivering greater diversity to statutory boards and ensuring they represent the diversity in New Zealand's population, including gender, ethnicity, disability, age and geographic location. The Ministry encourages people from all backgrounds, especially those who can reflect the needs, values, and beliefs of Māori, have an understanding and are committed to meeting obligations of the Treaty of Waitangi, to apply for these roles.

The Committee meets every two months, mostly online although there may be one or two in-person meetings per year in Wellington, with occasional between meeting work.

Further information about NEAC can be found in the [Terms of Reference](#).

### **About you – Kōrero mōu**

For all applicants, governance and/or regulatory experience is a plus but not required. It is beneficial if you have the ability to lead strategically, and to balance competing demands.

In this instance, we are particularly looking to receive applications from non-lay candidates who are registered medical practitioners with expertise in research, epidemiology, or ethics experience. We are also looking for candidates who can represent the perspectives of Māori, Pacific people and people with lived experience of disability.

A non-lay member is defined as health practitioners, professionals, academics and those involved in health research as well as clinical practice, businesses or organisations.

We are also seeking lay candidates who can represent the community/consumers who must not be health professionals or health researchers.

Preferred and attributes for these roles includes:

- lead in a fair, objective, efficient and collegial manner
- have the ability to listen to the viewpoints of others, to question effectively, challenge constructively and respond to various positions in a sensitive and reasonable way
- the willingness to lead, oversee all work and collaborate with other Members and the Committee Secretariat
- be prepared to commit the necessary time both during and between Committee meetings.

## How to apply – Me pēhea te tono

Applications must be made using the Ministry of Health online [Career Centre](#) by close of business **10 March 2026** and include:

- a covering letter, and
- a current CV.

Please indicate in your cover letter whether you are applying for the deputy chair position and/or a member position.

Due diligence checks will be undertaken for shortlisted applicants. Your personal information will be handled in accordance with the [Privacy Act 2020](#). The Ministry may also request that the New Zealand Security Intelligence Service conduct national security screening of you as part of the appointment process.

The appointment process can be lengthy, taking up to six months. Your patience and professionalism as we work through the next steps is appreciated. The outcome of the recruitment process for this Committee will be confirmed after it has been considered by the Minister as per their delegated authority.

## Who we are – Ko wai mātou

See the [Ministry of Health Board appointments webpage](#) for more information. If you would like to obtain further information or clarification, or if your circumstances change or should you wish to withdraw your application, please contact the Statutory Appointments and Integrity Services team by emailing: [appointments@health.govt.nz](mailto:appointments@health.govt.nz)

Released under the Official Information Act 1982

## **Terms of Reference for the National Ethics Advisory Committee**

1. The National Advisory Committee on Health and Disability Support Services Ethics (the National Ethics Advisory Committee) is a ministerial advisory committee established under section 16 of the New Zealand Public Health and Disability Act 2000 (the Act). The National Ethics Advisory Committee is established by and accountable to the Minister of Health.

## **Functions of the Committee**

2. The National Ethics Advisory Committee's statutory functions are to:
  - provide advice to the Minister of Health on ethical issues of national significance in respect of any health and disability matters (including research and health services)
  - determine nationally consistent ethical standards across the health and disability sector and provide scrutiny for national health research and health services.
3. As part of its functions the Committee is also required to:
  - consult with any members of the public, persons involved in the funding or provision of services, and other persons that the committee considers appropriate before providing advice on an issue (section 16(4) of the Act refers)
  - at least annually, deliver to the Minister of Health a report setting out its activities and summarising its advice on the matters referred to it under section 16 of the Act by the Minister of Health.
4. In undertaking its functions, the Committee is expected to:
  - provide advice on priority issues of national significance as requested by the Minister of Health
  - provide advice to the Minister of Health regarding ethical issues concerning emerging areas of health research and innovative practice. The advice is to include the Committee's rationale for its advice and any relevant evidence and/or documentation
  - provide advice to the Minister of Health regarding aspects of ethical review in New Zealand, including the setting of principles and guidelines in relation to each of the different types of health research and innovative practice. The advice is to include the Committee's rationale for its advice and any relevant evidence and/or documentation
  - develop and promote national ethical guidelines for health research and health and disability support services. The guidelines should address how to conduct different types of health research (including ethical issues relating to Māori health research) and innovative practice in an ethical manner and should establish parameters for, and provide guidance on, the ethical review of such types of health research and health and disability support services.
  - monitor and review the operation of the health and disability ethics committees for the purposes of providing direction, guidance and leadership to ensure the ongoing quality and consistency of ethical review in the health and disability sector
  - undertake its tasks in a manner consistent with the principles of the Treaty of Waitangi
  - develop guidelines on conducting observational studies in an ethical manner and establish parameters for the ethical review of observational studies (including guidance on weighing up the harms and benefits of this type of research).

## **Composition of the Committee**

5. The National Ethics Advisory Committee will have a maximum of 12 members appointed by the Minister of Health.
6. The Committee's membership must include:

- two health professionals (one of whom must be a registered medical practitioner)
  - three community/consumer representatives (must not be health professionals, health researchers, or professional members)
  - one member nominated by the Health Research Council of New Zealand
  - two or more Māori members (one of whom must have a background in Māori research and/or ethics).
7. The membership must also have expertise in the following areas:
- ethics
  - research (qualitative and quantitative)
  - epidemiology
  - law.

### **Terms and conditions of appointment**

8. Members of the National Ethics Advisory Committee are appointed by the Minister of Health for a term of up to three years. The terms of members of the Committee will be staggered to ensure continuity of membership. No member may be appointed for more than six consecutive years unless an additional period of up to twelve months is confirmed to allow for continuity of projects.
9. Unless a person sooner vacates their office, every appointed member of the Committee will continue in office until their successor comes into office.
10. Any member of the Committee may at any time resign as a member by advising the Minister of Health in writing.
11. Any member of the Committee may at any time be removed from office by the Minister of Health for inability to perform the functions of office, bankruptcy, neglect of duty, or misconduct, proved to the satisfaction of the Minister.
12. The Minister may from time to time alter or reconstitute the Committee, or discharge any member of the Committee or appoint new members to the Committee for the purpose of decreasing or increasing the membership or filling any vacancies.

### **Chairperson and Deputy Chairperson**

13. The Minister will from time to time appoint a member of the National Ethics Advisory Committee to be its Chairperson. The Chairperson will preside at every meeting of the Committee at which they are present. The Chairperson may appoint a member as Deputy Chairperson, in consultation with the Minister. The Deputy Chairperson may exercise the powers of the Chairperson in situations where the Chairperson is not present or is unable to act (eg, if the Chairperson has a conflict of interest).

### **Duties and responsibilities of a member**

14. This section sets out the Minister of Health's expectations on the duties and responsibilities of a person appointed as a member of the National Ethics Advisory Committee. This is intended to aid members by providing them with a common set of principles for appropriate conduct and behaviour and serves to protect the Committee and its members.
15. As an independent statutory body, the Committee conducts its activities in an open and ethical manner, and operates in an effective and efficient way within the parameters of its functions as set out in its Terms of Reference.
16. Committee members should have a commitment to work in the best interests of the Committee.

17. Members are expected to make every effort to attend all the Committee meetings and devote sufficient time to become familiar with the affairs of the Committee and the wider environment within which it operates.
18. Members are expected to act responsibly with regard to the effective and efficient administration of the Committee and the use of Committee funds.
19. Members will:
  - be diligent, prepared and participate
  - be respectful, loyal and supportive
  - not denigrate or harm the image of the Committee.
20. The Committee as a whole will:
  - ensure that the independent views of members are given due weight and consideration
  - ensure fair and full participation of members
  - regularly review its own performance
  - act in accordance with the principles of the Treaty of Waitangi.

### **Conflicts of interest**

21. Members must perform their functions in good faith, honestly and impartially, and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest. They must also be, and be seen to be, independent of the Minister of Health and the Ministry of Health. Proper observation of these principles will protect the National Ethics Advisory Committee and its members and will ensure it retains public confidence.
22. Members attend meetings and undertake Committee activities as independent persons responsible to the Committee as a whole. Members are not appointed as representatives of professional organisations and groups. The Committee should not, therefore, assume that a particular group's interests have been taken into account because a member is associated with a particular group.
23. Members are required to declare any actual or perceived interests to the full Committee. The Committee will then determine whether or not the interest represents a conflict, and if so, what action will be taken.
24. The Chairperson will ask members to declare any actual or perceived interests at the start of each meeting.

### **Confidentiality**

#### *General*

25. The public has a right to be informed about the issues being considered by the National Ethics Advisory Committee. The Committee should have procedures in place for the release of information and processing requests for information.
26. Individual members must observe the following duties in relation to Committee information. These provisions ensure that the Committee as a whole maintains control over the appropriate release of information concerning issues before it.

#### *General meeting discussions*

27. Key discussion points in meetings are recorded in the meeting minutes. Upon request, a member's dissenting views may be recorded in the meeting minutes.
28. Members must ensure that the confidentiality of Committee business is maintained. Members must be clear about what Committee matters are permitted to be discussed with

people that are not Committee members and, in doing so, should be familiar with the information that is publically available about the Committee's work.

29. Meetings of the Committee, including agenda material and draft minutes, are confidential. Committee members must ensure that Committee documents are kept secure to ensure that the confidentiality of Committee work is maintained. Committee correspondence or papers can only be released with the approval of the Committee.
30. Members are free to express their own views within the context of Committee meetings, or as part of the general business of the Committee.
31. Members may communicate general meeting discussions with other Committee members that were not present during at the meeting.
32. At no time should members individually divulge details of Committee matters or decisions of the Committee to persons who are not Committee members. Disclosure of Committee business to anyone outside the Committee must be on the decision of the Committee, or between meetings, at the discretion of the Chairperson. In choosing to release or withhold information, the Committee must comply with the provisions of the Official Information Act 1982 and the Privacy Act 1993.

#### *'In committee' discussions*

33. At no time will a Committee member discuss the conduct or performance of another member who is not present at the 'in committee' session.
34. The meeting minutes will note that an 'in committee' session took place. A record of 'in committee' discussions will be kept in the Chairperson's notes.
35. 'In committee' discussions can be communicated with other Committee members who were not present during the 'in committee' session. This can either be done formally by the Chairperson or informally by another Committee member.

#### *Media policy*

36. Only the Chairperson is authorised to comment publicly on the affairs and policies of the Committee, and where appropriate, the Chairperson will advise the Minister of Health in advance. The Chairperson may delegate comment to other Committee members.
37. Where the Chairperson has delegated comment to another Committee member, the member must publicly support a course of action decided by the Committee. If unable to do so, members must not publicly comment on decisions.
38. The Chairperson, members and Secretariat will not support any action or public statement that is derogatory or in any way damaging to the Committee.
39. Members have the right to comment to the media on any matter in their professional capacity, as long as they do not attribute the comment to the Committee or imply that they are speaking on behalf of the Committee. If a member is forewarned of being asked to comment to the media, they should advise the Committee accordingly. If a Committee member is not forewarned, they should advise the Chairperson immediately after making comment to the media.

#### **Working arrangements**

40. The National Ethics Advisory Committee will agree a work programme with the Minister of Health.
41. In carrying out its Terms of Reference, the Committee must:
  - provide the Minister of Health with advance notice of any media statements or reports to be published
  - ensure its advice is published and widely available

- ensure that, in developing any advice and guidelines, an appropriate balance exists between protecting the rights and wellbeing of patients and research participants, and facilitating health research and innovative practice
- ensure that, where appropriate, any advice or guidelines contain clear guidance on the application of ethical principles that is appropriate to the type of health research or innovative practice being considered (due regard should be given to the different nature of qualitative and quantitative approaches to research)
- ensure that any advice and guidelines comply with the laws of New Zealand
- ensure appropriate consultation has occurred in accordance with the requirements set out below.

### **Consultation**

42. In meeting its obligations to consult before providing advice to the Minister, the National Ethics Advisory Committee will, where appropriate, make reasonable attempts to consult with:
- health and disability ethics committees
  - the Advisory Committee on Assisted Reproductive Technology
  - the Health Research Council Ethics Committee
  - any other Ethics Committee established by the Minister of Health
  - organisations that represent affected patients or other groups of the community
  - relevant whānau, hapū and iwi
  - a reasonably representative sample of affected patients or members of the public or, if the Committee thinks it more appropriate, a reasonably representative sample of people who would be entitled to consent on behalf of the affected patients or members of the public
  - a reasonably representative sample of affected health researchers and/or affected health professionals
  - relevant government bodies.
43. The Committee will ensure that stakeholders are provided with feedback following consultation, in line with good consultation practice.

### **Performance measures**

44. The National Ethics Advisory Committee will be effectively meeting its tasks when it provides relevant and timely advice to the Minister of Health based on research, analysis and consultation with appropriate groups and organisations.
45. The Committee must:
- agree in advance to a work programme with the Minister of Health
  - achieve its agreed work programme
  - stay within its allocated budget.

### **Meetings of the Committee**

46. Meetings will be held at such times and places as the National Ethics Advisory Committee or the Chairperson of the Committee decides.
47. At any meeting, a quorum will consist of six members. A quorum must include either the Chairperson or Deputy Chairperson. An effort will be made to ensure reasonable

representation of community/consumer members and members with specialist knowledge and experience.

48. Every question before any meeting will generally be determined by consensus decision-making. Where a consensus cannot be reached a majority vote will apply. Where a decision cannot be reached through consensus and a majority vote is made, the Chairperson will have the casting vote.
49. Subject to the provisions set out above, the Committee may regulate its own procedures.

### **Reporting**

50. The National Ethics Advisory Committee will:
  - keep minutes of all Committee meetings which outline the issues discussed and include a clear record of any decisions or recommendations made
  - prepare an annual report to the Minister of Health setting out its activities and comparing its performance to its agreed work programme and summarising any advice that it has given to the Minister of Health (as per section 16(6) of the Act). The report is to include the Committee's rationale for its advice and any relevant evidence and/or documentation. This report will be tabled by the Minister of Health in the House of Representatives pursuant to section 16(7) of the Act.

### **Secretariat**

51. The Ministry of Health will provide dedicated analytical policy and administrative support to the National Ethics Advisory Committee through Secretariat staff, consistent with the Memorandum of Understanding between the Committee and the Ministry of Health. Secretariat staff are Ministry employees and are funded through the Committee's allocated budget.

### **Fees and allowances**

52. Members of the National Ethics Advisory Committee are entitled to be paid fees for attendance at meetings. The level of attendance fees are set in accordance with Cabinet Office Circular CO (12) 6, *Fees framework for members appointed to bodies in which the Crown has an interest*.
53. The Chairperson will receive \$430 per day (plus half a day's preparation fee) and an allowance of two extra days per month to cover additional work undertaken by the Chairperson.
54. The attendance fee for members is set at \$320 per day (plus half a day's preparation fee).
55. The Ministry of Health pays for actual and reasonable travel and accommodation expenses of the Committee members.

# Hon Matt Doocey

Minister for ACC  
Minister for Mental Health  
Minister for Tourism and Hospitality  
Minister for Youth  
Associate Minister of Health  
Associate Minister of Transport



s 9(2)(a)

Dear s 9(2)(a)

## Appointment as a lay member of the National Ethics Advisory Committee

Thank you for your willingness to serve as a lay member of the National Ethics Advisory Committee (NEAC).

In accordance with section 92 of the Pae Ora (Healthy Futures) Act 2022, I hereby appoint you as a lay member of NEAC for a three-year term of office commencing on 18 November 2024 and ending on 17 November 2027.

Please ensure you familiarise yourself with the attached NEAC Terms of Reference, which is also available on the NEAC website ([www.neac.health.govt.nz](http://www.neac.health.govt.nz)). Please formally acknowledge your appointment by signing the attached memorandum and emailing it to [appointments@health.govt.nz](mailto:appointments@health.govt.nz).

Thank you again and congratulations on your appointment.

Yours sincerely

A handwritten signature in blue ink that reads 'Matt Doocey'.

Hon Matt Doocey  
For **Minister of Health**

Encl Terms of Reference  
Appointment Memorandum

cc Saskia Patton, Manager, Ethics, Ministry of Health  
[saskia.patton@health.govt.nz](mailto:saskia.patton@health.govt.nz)  
Statutory Appointments and Integrity Services, Ministry of Health  
[appointments@health.govt.nz](mailto:appointments@health.govt.nz)

# Hon Matt Doocoy

Minister for ACC  
Minister for Mental Health  
Minister for Tourism and Hospitality  
Minister for Youth  
Associate Minister of Health  
Associate Minister of Transport



## MEMORANDUM

To: Stasha Mason  
Manager  
Statutory Appointments and Integrity Services  
Ministry of Health

Email: appointments@health.govt.nz

Subject: **Appointment as a lay member of the National Ethics Advisory Committee**

From: s 9(2)(a)

1. I acknowledge my appointment as a lay member of the National Ethics Advisory Committee pursuant to section 92 of the Pae Ora (Healthy Futures) Act 2022, for a three-year term commencing on 18 November 2024 and ending on 17 November 2027.
2. I have read, understand, and accept the terms and conditions of my appointment outlined in the Terms of Reference.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Hon Matt Doocey

Minister for ACC  
Minister for Mental Health  
Minister for Tourism and Hospitality  
Minister for Youth  
Associate Minister of Health  
Associate Minister of Transport



Released under the Official Information Act 1982